15. Changing Features on “My MFP” Screen

a. Press My MFP, select [Add/Edit].

b. Select the soft key you want to change/replace.

c. Select the new function you want to assign to the soft key. For this demo select [Paper Settings].

d. Select [Enter], [Reset].

16. Select the Default Copy and Fax Cassettes

a. Press Setting, select [Paper Settings], [Select Print Cass].

b. Select the cassette you want to edit. For the demo select [Fax], [Bypass Tray].

c. Select [On]/[Off] to enable and disable Bypass Tray, select [Enter], [Close].

17. Loading Paper in the Cassettes / Bypass Tray

a. Pull out paper drawer, press cassette down until it latches. Place paper on top of cassette, close drawer.

b. Unfold bypass tray, load paper as depicted.

Additional features/notes

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MFX-2550

QUICK DEMO GUIDE

This Quick Demo Guide demonstrates popular functions of the MFX-2550. Press Reset to return to a default screen once you have finished programming a function or to simply start over. Select Start to initiate the job in all cases.

Visit and log in to the Muratec Web Center at www.muratec.com/webcenter for additional information.

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MFX-2550 QUICK DEMO GUIDE

1. Make a Copy (from ADF / from glass)

a. Place document in the ADF, from the Copy default screen, press Start.

b. Open the platen cover and set document on the glass. Close the Platen cover, from the Copy default screen press Start.

2. Make a Duplex Copy

a. Place document in the ADF.

b. From the Copy default screen, select [DuplexCopy].

c. Select the duplex copy option. We'll do a 2:2.

d. Select [Enter], then press Start.

e. Take the document straight out of the receiving tray and set it back in the ADF, press Start.

3. Card Copy Mode

a. Open the platen cover and set the card or check-sized object on the glass.

b. From the Copy default screen, select [Card Copy].

c. Select [Card], select [Enter], press Start. The machine will scan the first side and then prompt you to scan the next document.

d. Flip the card over and press Start. The machine will scan the second side of the card and print the document.

e. Select [Complete] to close the job.

4. Scan to E-mail

(Send a hardcopy document to an e-mail inbox)

a. Place document in the ADF.

b. From the Scan default screen, select [Advanced].

c. Select [Mail Address] to manually enter an email address, enter the destination e-mail address using the QWERTY keyboard.

d. Select [Enter], [Close], press Start.

5. Customizing a Scan to E-Mail

(Subject Line / Text Message)

a. From the Scan default screen, select [Advanced], [Email Subject].

b. Select [Template], [01], and [Enter].

c. Select [Subject] and use the QWERTY keyboard to enter subject text, select [Enter].

d. Select [Text] and use the QWERTY keyboard to enter a message, select [Enter].

e. Select [Enter], [Close].

6. Scan to File (PC)

a. From the Scan default screen, select the PC/USB tab, then [Folder].

b. Select [Browse].

c. Select the desired network.

d. Select the desired workstation.

e. If username and password are required for login, select [User Name], otherwise skip to step (h).

f. Type in username, select [Enter].

g. Select [Password], type in the password, select [Enter], [Enter].

h. Select the desired folder, select [Enter], press Start.

7. Change the File Name

(Name of the Document Being Scanned)

a. From the Scan default screen, select [Advanced].

b. Select [File Name] and use the QWERTY keyboard to enter a new file name.

c. Select [Enter], [Close].

8. Scan to a USB Flash Drive

a. Place document in the ADF.

b. Insert a USB drive into the slot on the front of the user interface panel, select [Scan to USB] from the pop-up menu.

c. Press Start.

9. Sending a Fax

a. Place document in the ADF.

b. From the Fax default screen, enter the desired fax number on the keypad, press Start.

10. Broadcasting to Email and / or Fax Locations

a. Place document in the ADF.

b. From the Fax default screen, select [Advanced], touch [Next] to go to page 2 of 2.

c. Select [Broadcast], [Mail Address].

d. Enter each email address, followed by [Enter].

e. Select [Close], press Start.

11. Adding a Coverpage to the Fax Transmission

a. From the Fax default screen, select [Advanced], [Cover Page], [On], [Enter].

12. Customizing a Fax Coverpage

a. From the Fax default screen, select [Advanced], [Cover Page], [On].

b. Select [Subject] and use the QWERTY keyboard to enter subject text, select [Enter].

c. Select [Text] and use the QWERTY keyboard to enter a message, select [Enter].

d. Select [Enter], [Close].

13. Registering an Address Book Location

(Each key can hold a fax number, e-mail address and group number)

a. From the Fax default screen, select [Add/Edit].

b. Select the open slot for the new contact, enter the contact's name using the QWERTY keyboard, select [Enter].

c. Select [Fax No.], type in the contact's fax number using the QWERTY keyboard or the adjoining keypad, select [Enter].

d. Select [E-mail], type in the contact's email address using the QWERTY keyboard, select [Enter], [Enter], [Close].

14. Change/Edit a Default "Soft Key"

a. Press Setting, select [Register], [Soft Key].

b. Select the mode which contains the soft key you wish to change. For this demonstration select [Copy Functions].

c. Select the soft key you want to change/replace.

d. Select the function you want to assign to the soft key. For this demo select [Bypass].

e. Select [Enter], [Close], [Reset].

Continued